



**Saint Edmund Arrowsmith**

**Catholic Academy**

POPE FRANCIS MULTI ACADEMY TRUST

## SCHOOL ATTENDANCE & WELFARE LEAD



*“He has come so they may have life and live it to the full.” John 10:10  
We are called to serve with: Love, Inspiration, Empowerment & Joy.*



**Closing date: 12pm Monday 11th July 2022**

**Cumber Lane, Whiston, Knowsley, Merseyside  
L35 2XG**

*This prospective applicant pack provides all of the relevant information you need to apply for the vacancy that is advertised. The pack also provides a lens into our school community through content that we have curated for you.*

# SCHOOL ATTENDANCE AND WELFARE LEAD

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## Saint Edmund Arrowsmith

Catholic Academy

POPE FRANCIS MULTI ACADEMY TRUST

### School Attendance and Welfare Lead

*Term Time plus three additional weeks*

*Required for September 2022*

**Grade K sep: 29-31**

**£33,486-£35,336 pro rata**

The Pope Francis Multi Academy Trust has been established by the Archbishop of Liverpool to provide the very best Catholic education for the young people in our schools.

The Trust is supported by the Archdiocese of Liverpool Secondary School Improvement Trust (ALSSIT).

Saint Edmund Arrowsmith Catholic Academy are looking for a forward thinking, solution focussed, energetic and driven leader to join us in the role of School Attendance and Welfare Lead. The successful candidate will lead the provision of a responsive and comprehensive high quality support service to help improve overall school attendance and to support the school to ensure the achievement of attendance objectives.

Pope Francis Multi Academy Trust is committed to safeguarding, to promoting the welfare of children and adhering to the Equality Act 2010. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996 all prospective employees will be required to supply evidence of eligibility to work in the UK.

*Application packs can be obtained at <https://www.stedmundarrowsmith.org.uk>*

*Closing Date: 12pm Monday 11th July 2022.*

*Interviews: Wednesday 13th July 2022.*



# JOB DESCRIPTION

## Job Description

### Attendance & Welfare Lead

*Post Title: Attendance & Welfare Lead*

*Post Reference grade: Grade K*

*Hours: Term time plus 3 weeks at the direction of the Headteacher 36 hours per week*

*Normal working hours: Monday-Thursday 8.00am-3.45pm Friday 08.00am-3.30pm (30 minutes lunch break)*

*Responsible to: Assistant Headteacher Behaviour and Attitudes, Headteacher*

The academy has been designated by the Secretary of State as a academy with a religious character. Its Instrument of Governance states that it is part of the Catholic Church and is to be conducted as a Catholic academy in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Archdiocese of Liverpool. At all times the academy is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the Pope Francis Multi Academy Trust under the terms of the Catholic Education Service contract signed with the trust as employers.

**The Members, Directors, Local Governing Board and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS and obtain any other statutorily required clearance.**

*The applicant will be required to safeguard and promote the welfare of children and young people.*

*Love,*  
**Inspiration,**  
**EMPOWERMENT**  
*& Joy.*



# JOB DESCRIPTION

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the Teachers' Pay and Conditions Document.

## Main Purpose

To lead the provision of a responsive and comprehensive high quality support service to help improve overall school attendance. To support the school to ensure the achievement of attendance objectives.

## Main Duties

- To lead on the improvement of attendance throughout the school and to meet or exceed the school attendance targets.
- To work within the pastoral team as both a student facing and first line of contact to parents, co-ordinating and undertaking intervention and home visits where necessary and advise and assist to maintain regular school attendance.
- Communicate clearly to parents/carers the attendance procedures and expectations of the school, building positive relationships and agreeing appropriate plans to improve attendance.
- To create, update and maintain effective attendance databases, systems and procedures to effectively capture, monitor and progress attendance outcomes.
- To accurately manage case file paperwork and ensure casework and documentation is prepared and collated to support legal sanctions, presenting to Headteacher/Governors and external colleagues where necessary.
- To ensure that appropriate administrative processes and systems are implemented, maintained and reviewed to meet the needs of the service.
- To identify, track and monitor attendance levels for individual and groups of pupils, particularly those identified as 'vulnerable' and/or 'disadvantaged'.
- Distribute and update attendance monitoring templates, legislation and statutory guidance notes and campaigns and initiatives materials to all stakeholders as directed by the Headteacher.
- To be responsible for a range of administrative duties and complicated IT Tasks.
- To work collaboratively with the Safeguarding and Welfare Lead and the Pastoral Lead to safeguard pupils.
- To line manage the Pastoral Administrator.



# JOB DESCRIPTION

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## **Quality Assurance**

- To help to implement, analyse and act upon the school quality procedures and to adhere to these.
- To contribute to the process of monitoring and evaluation of administration in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.

## **Management Information and Administration**

- To develop and maintain recording systems which enable the activities of the attendance function to be monitored.
- To participate in the development and maintenance of SIMS or other attendance system including attending any necessary training. Working collaboratively with the Data Manager and other staff.
- To provide relevant management information as and when required. Including analysis and reporting to the pastoral Team, Senior Leaders, Headteacher, Governors, Trust Board and Local Authority.

## **Management of Resources**

- To be fully aware of the school Best Value Statement.
- To advise Leadership of resource needs as and when appropriate.

## **Staff Development**

- To contribute, lead and positively participate in training and personal development to ensure knowledge, skills and competency to meet the changing requirements of the post and its responsibilities/duties.

## **Marketing and Liaison**

- Contribute to the development of effective relevant links with external agencies.
- Support transition activity KS2 to KS3 and KS4 to KS5.

## **Support for Pupils**

- Establish good working relationships with staff and pupils, acting as a role model.
- Promote inclusion and acceptance of all pupils.
- Promote pupils' self-esteem and independence.

# JOB DESCRIPTION

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## Support for the academy

- Have knowledge of and comply with the academy policies and procedures. Report any concerns of breach of policy or procedure through the correct channels.
- Be aware of and support difference to help ensure that everyone has equal access to the services of the academy and feels valued, respecting their social, cultural linguistic, religious and ethnic background.
- Contribute to the catholic ethos of the academy.
- Contribute and support the aims of the academy development plan and evaluation process.
- Contribute and support any external monitoring, evaluation or review processes as required.
- Attend and participate in meetings as required.
- Create and maintain a purposeful, orderly and productive working environment.
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in the academy appraisal process, undertaking personal development through training and other learning activities.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Assist with the supervision of students out of directed lesson time, including before and after school, if appropriate and within working hours.
- Act as a First Aider, including the administration of medication. (Training will be provided)
- Act as a Fire Marshall. (Training will be provided)
- Act as an invigilator. (Training will be provided)

## Note

*This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, consummate with the grade.*

**Date of Issue:**

**Line manager Signature:**

**Employee Signature:**



# PERSON SPECIFICATION

Attributes	Essential	Desirable	How Identified
<i>Qualifications</i>	Grade C or above in GCSE English and Mathematics or equivalent.	Relevant further or higher education / training	Application Certification
<i>Experience</i>	<p>Values driven</p> <p>Working in a similar role or in an administrative/office based role</p> <p>Use of data management systems e.g. SIMS</p>	<p>Working in an inner-city area of high deprivation</p> <p>Working in a school</p> <p>Working with families</p> <p>Providing administrative support to senior managers</p> <p>Leading a team</p>	<p>Application</p> <p>Interview</p> <p>References</p>
<i>Knowledge and Skills</i>	<p>Microsoft Office, especially Excel and Word</p> <p>Analytical thinker</p> <p>Efficient administrator</p> <p>Prioritise and work to deadlines</p> <p>Maintain high levels of accuracy</p> <p>Strong organisational skills</p> <p>Effective communication</p> <p>Maintain confidentiality and discretion at all times</p> <p>Commitment to safeguarding</p> <p>Strong moral purpose and drive for improvement</p> <p>Mission-aligned</p> <p>Motivated, enthusiastic and flexible</p>	<p>Current school attendance legalisation and guidance</p> <p>Work with different agencies to improve student attendance</p> <p>Motivate and supervise others</p> <p>Willingness to offer extra-curricular provision</p>	<p>Application</p> <p>Interview</p> <p>References</p>

# PERSON SPECIFICATION

Attributes	Essential	Desirable	How Identified
<i>Knowledge and Skills</i>	<p>Excellent interpersonal skills</p> <p>Good sense of humour</p> <p>Desire to develop yourself</p> <p>Ability to give, receive and act on feedback</p> <p>Strong attention to detail</p> <p>Ability to work under pressure</p> <p>Commitment to the full life of the academy</p>		<p>Application</p> <p>Interview</p> <p>References</p>



# APPLICATION PROCESS

The relevant application forms can be accessed online:  
<https://www.stedmundarrowsmith.org.uk/about-us/vacancies/>

*For further enquiries please email [PWilson@seaonline.org.uk](mailto:PWilson@seaonline.org.uk)*

Completed applications should be returned electronically for the attention of **Mrs P Wilson, Business Manager**, to [pwilson@seaonline.org.uk](mailto:pwilson@seaonline.org.uk). Unfortunately, the School is currently unable to accept postal applications.

**Closing date: 12pm Monday 11th July 2022**

**Interviews: Wednesday 13th July 2022**



**Closing Date:**  
**MONDAY 11TH JULY**  
**2022 AT 12PM**